



**FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR  
MEETING  
8426 KOSMERL PLACE, FREDERICK  
COLORADO 80504**



**MINUTES  
January 8, 2024**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Stout at 7:00 p.m.

**ROLL CALL**

**Directors Present:**

David Stout, President/Chairman  
Kathryn Maselbas, Vice President  
Robert Freeman, Secretary  
Pete Ditmon, Assistant Secretary  
Greg Houston, Treasurer

**Also present:**

Jeremy A. Young, Fire Chief  
Dino Ross, Legal Counsel  
Steve Iacino, Assistant Chief of Planning  
Mike Cummins, Finance Director  
Summer Campos, Management Analyst/PIO

**APPROVAL OF AGENDA**

Secretary Freeman moved to approve the Agenda for the January 8, 2024, meeting as presented. Motion seconded by Vice President Maselbas. The motion passed unanimously.

**PUBLIC COMMENT**

No public was present.

**RECESS THE REGULAR BOARD MEETING**

Treasurer Houston moved to recess the regular Board meeting to conduct a public hearing on the inclusion of real property – Town of Frederick and Dr. Carlos Mendoza. Secretary Freeman seconded the motion. The motion passed unanimously. The regular Board meeting was recessed at 7:01 p.m.

## **PUBLIC HEARING ON THE INCLUSION OF REAL PROPERTY**

Vice President Maselbas moved to open the public hearing on the inclusion of real property. Secretary Freeman seconded a motion. The motion passed unanimously. The public hearing began at 7:02 p.m.

Attorney Ross and Chief Staff confirmed that notice of tonight's public hearing was published in two local newspapers - the Longmont Times-Call and the Fort Lupton Press. The District and Attorney Ross received no written or verbal objections before tonight's public hearing, and no public members were present to express an opinion on the petition to include the real property in the District.

## **CLOSE PUBLIC HEARING AND RECONVENE THE REGULAR BOARD MEETING**

Secretary Freeman moved to close the public hearing on the inclusion of real property and reconvene the regular Board meeting. Vice President Maselbas seconded the motion. The motion passed unanimously. The regular Board meeting reconvened at 7:11 p.m.

## **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for January 2024, which was included in the Board packet. Attorney Ross briefed the Board on the property inclusion process. As part of that process, later in the meeting, the Board will be asked to consider and, if appropriate, approve a proposed Resolution and Certified Order, including the property. If the Board approves the Resolution and Certified Order, Attorney Ross will file the appropriate pleadings with the Weld County District Court asking for a Court including the property.

Attorney Ross reminded the Board that his firm's new retainer structure for the District would begin on February 1, 2024. Attorney Ross stated that the 2024 Colorado legislative session would be starting soon. His firm will begin providing the Board with a legislative tracker that identifies and discusses bills being considered by the Legislature that could potentially impact the District.

The Board did not have any questions for Attorney Ross.

## **EXECUTIVE ADMINISTRATION, HR, AND INTERGOVERNMENTAL – FIRE CHIEF:**

Fire Chief Young provided the Board with information on the following topics:

- **Administration**
  - The Station 5 project continues on schedule. Fire Chief Young and Asst. Chief Iacino continues to meet and coordinate weekly with Golden Triangle Construction, Allred & Associates, and Dunakilly. The December Executive Report from Dunakilly includes financials, schedules, upcoming milestones, and project updates as this ten-month construction project progresses.
  - The Administration building renovation project is well underway. The December Executive Report from Dunakilly includes financials and schedules. Fire Chief Young and Asst. Chief Iacino continues to meet and coordinate weekly with Mark Young Construction, Allred & Associates, and Dunakilly. The schedule still shows the completion of construction in early March of 2024.

- Fire Chief Young and Asst. Chief Iacino has continued to develop the site plan for the Weld County Road 11 property, which will host the District's Training Grounds / Burn Tower, Maintenance Facility, and a future fire station. The District had its first traffic access/egress and landscaping meeting with the Town of Firestone today, January 8, 2024.
- Station 6 (Barefoot Lakes) site plan development continues. The District continues working with Brookfield Development, the Town of Firestone, and Allred & Associates on site and traffic plans for emergency and non-emergency response for Station 6. Chief Staff has had two additional meetings with Brookfield and the Town in the last month to determine access and egress from the fire station property to maximize safety and response times. Brookfield is redesigning the site so emergency operations are as effective as possible for the community. Once this is accomplished and lot lines are completed, the property will be dedicated to the District.
- All requirements for certification and filing of the Board-approved 2024 Budget were completed on December 20<sup>th</sup> and 21<sup>st</sup>, 2023. The District has met all local and state requirements and deadlines.
- **Human Resources / Personnel / Staffing**
  - All salary adjustments, employee benefit changes, and the 115 Trust Plan for 2024 implementation were completed in this first payroll cycle on January 5, 2024.
- **Intergovernmental & Community Relations**
  - Fire Chief Young and Staff attended multiple Carbon Valley and Weld County meetings through December and January. The meetings are listed at the end of the Chief's report.

**PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:**

***FIRE MARSHAL AND CODE ENFORCEMENT***

● **Community Development**

The District is currently working on fifty-seven (57) commercial projects: twenty-three (23) commercial projects in Firestone, thirty-three (33) projects in Frederick, and one (1) project in Weld County. One (1) additional property annexation must be included in the District and is zoned for residential and commercial/mixed use.

Residential development includes thirty-four (34) development projects, with an additional 17,187 planned dwelling units: 7,635 in the Town of Frederick and 9,552 in the Town of Firestone. Residential developments will include additional commercial-zoned property for commercial development in coordination with the residences.

The District has 436 commercial buildings, with 789 businesses, and is tracking 551 fire protection systems. 95% of systems are compliant – 5% have deficiencies.

- **Certificates of Occupancy** – Two (2) Certificates of Occupancy were completed in December 2023.
- **New Permits Issued** – In December, the District issued one (1) construction permit, one (1) fire alarm permit, and one (1) food truck permit, for a total of four (3) permits. The District billed \$925.00 in plan review and permit fees in December 2023.
- **Burn Permits** – Four (4) burn permits were issued in December.
- **Fire Investigations** – There was one residential structure fire in December.
- **Fire Totals for 2023** – Twenty-two (22) fires with property damage were investigated. The total dollar amount lost due to fire was \$1,355,592.00. The total dollar amount saved due to the District is \$6,214,486.00.
- **Youth Firesetter Program** – There were no YFS cases in December.

**COMMUNITY RISK REDUCTION:**

**Community and Public Relations Events for December:**

- Public Education / Community Events:
  - CPR Classes: Two (2) classes, with fourteen (14) students
  - FFFD's Kids Christmas Party – FFFD revived the department's Kid's Christmas Party. Department members' kids visited Station 4 and enjoyed cookie decorating, holiday crafts, and a visit from Santa. This event was an excellent turnout for not hosting it for several years. 40+ Department members and kids.
  - Frederick's Festival of Lights – Ladder Truck 3417 was asked to participate in this year's Town of Frederick's Parade of Lights and deliver Santa to the festival. 1,000+ in attendance.
  - Senior Blood Pressure (BP) Checks – 50 attendees / 25 BP Checks
  - Station 4 Homeschool Tour – 12 Students / 5 Parents
  - Santa Run – This year's Santa Run occurred over three (3) days this month. There were 47 neighborhoods, 19 emergency response vehicles, 18 drivers and map readers, 9 Santas and helpers, five community donations, and two civilian volunteers (typed in the tune of the 12 days of Christmas). Well over 1,000+ people visited.
  - Boy Scout visit to Station 3 – 15 Scouts + parents
  - Car Seat Checks: 3
  - Social Media Safety Messages Posted: 3 Pub Ed Posts; 15 total posts / 1 safety video.

**Community and Public Relations Totals for 2023:**

- Public Education / Community Events
  - CPR/AED Classes: 25 total classes / 384 total students
  - Station Tours – 13 tours: 461 total visitors
  - Senior Visits – 6 senior-related events (CV Senior Fair & Senior BP Checks): 250 seniors contacted
  - Storytime – 4 total Storytimes: 58 attendees

- Community Event (small) – 14 small events: 433 contacted
- Community Event (large) – 12 significant events: 19,550 contacted
- Home Risk Assessment – 104 homes visited/assessed
- Smoke Alarm Assistance – 29 homes visited: 100+ smoke alarms repaired or replaced
- School Visits – 23 total schools: 1,274 students and numerous staff members contacted
- Camp Visits – 4 camps: 84 contacted
- Car Seat Checks: 20 car seats safely installed/checked
- Social Media Safety Messages Posted: 87 public safety messages distributed via social media platforms.
- Total community engagements = 101
- Total individual contacts = 22,627

**Special Public Education notes/moments 2023:**

- This year, the District held the first Senior Blood Pressure Check events since the pandemic. This was an excellent opportunity to provide a medical preventative service to the District's senior community members and engage in fire prevention education. During the first blood pressure check event (May), one of the attendees was unknowingly experiencing a cardiac medical emergency. Due to the presence of Station 1's crew and quick identification from personnel, the patient was quickly transported to the hospital.
- The District introduced Storytime at the Fire House to the community. Storytime focused on providing fire safety education to children ages 3 to 5. This event was well received by the community, leading to full rosters for each date scheduled, and even had a few waiting lists. One of the key factors for this event was to provide age-appropriate fire safety education with some engagement from the firefighters. There was a special "thank you" to the Station 4 crews from a young girl and her grandmother who attended 2 Storytimes. She donated some of her fire safety books from home to the program. One book dated back to 1946!
- We had a special visit from a foreign exchange student from Poland at Station 1. We also had one visitor stop by from Paris. The District is going international!!
- After assistance from Battalion Chief Gilbert and some Wildland Fire members in completing a District-wide wildfire risk assessment, it was noted (once again) that the Casa Grande community was identified as a high risk. Management Analyst/PIO Campos, CRRS Hayes, and crews provided door-to-door wildfire prevention and preparedness education.
- Two community members (1 town employee) had to put their CPR skills to use after attending a District CPR/AED certification class (both within days of attending). One student was at a lake while visiting family when a civilian was experiencing a cardiac emergency. No CPR was administered, but the student advised she recognized the emergency right away and was prepared as she continued to assess the patient until EMS arrived. The second student had a family member (child) experience a seizure, and again, the student's quick response (contacted 9-1-1 and patient assessment) played a significant role in the patient's positive outcome.

- Two booster car seats were purchased by the District and were given to a family in need after they learned their two daughters were using expired seats. This was identified by the proper training of the District's car seat techs and the District not wanting any citizen or visitor to have expired car seats for their children.
- While completing a battery swap at a residence in Prairie Greens, it was noted by CRRS Hayes that all the smoke and CO alarms had expired for several years. CRRS Hayes provided the homeowner with new alarms, installed them, and completed a home risk assessment for the occupant and his handicapped wife. This included moving furniture to help with frequent falls, installing grip tape and grab bars in the bathroom, and establishing a safe evacuation plan.
- In 2023, the District implemented the Sound Off program for Fire Prevention Week in schools. This program was designed for and focused on 2<sup>nd</sup>-3<sup>rd</sup> graders. It educated them about the sounds of smoke and CO alarms, identifying fire hazards in the home, and having a fire escape plan with everyone there. The students had to complete a self-risk assessment of their own home. Out of the returned forms, CRRS Hayes followed up with several students who had identified that their homes either had expired smoke alarms or did not have enough alarms (some did not have alarms in their bedrooms). She received several compliments from parents advising her that they learned about fire safety tips they had not known before from their students, all because of the Sound Off program that was taught.

**OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:**

- **Project Updates**
  - Crews assisted with three successful nights of Santa Run participation. No apparatus issues were noted during the events.
  - All apparatus was repaired and returned to service after a challenging month of extensive repairs throughout the fleet. Fleet Manager Fennell is identifying preventive maintenance items to prevent further significant fleet breakdowns.
  - As reported at the December Board Meeting, BC Edward and AC Prunk attended a pre-construction meeting at the Smeal Fire Apparatus factory in Snyder, NE, on December 11th-13th to finalize the building parameters of the 75' Quint project. Preliminary numbers offered at the end of the change order process reflect minimal or even a reduction in the project cost. The committee will review the change order for recommendation to Chief Young and final approvals in early January.
- **Station Projects, Maintenance, and Apparatus**
  - Final repairs were made to the Station 4 metal roof to prevent ice from falling onto walkways. Crews will continue to monitor as weather conditions allow.
- **Operations Section Situation Status**
  - No situational issues at this time.

- **Training Summary – December 2023**
  - Total Fire Training Hours: 992.93 Hours
  - Total Emergency Medical Training Hours: 152 Hours
  
- **Overview of Training Events for December 2023:**
  - Members completed American Heart BLS Renewals and Skill Checks.
  - All members completed crew development and company-level training.
  - All members completed multiple Target Solutions Trainings.
  - Multiple ride-a-longs and visits completed.
  - Multiple members attend Hazmat Training with Greeley Fire.
  - One (1) member completed New-Hire Orientation.
  - Nine (9) members working on Recruit Task Books.
  - Peer Support Team members completed quarterly training.
  - One (1) member completed the Paramedic Field Instruction Process.
  - One (1) member completed the Hazmat Operations state practical exam.
  - Two (2) members obtained new state certifications.
  - All January 1, 2024, state certification renewals completed.
  - One (1) member completed the Driver Operator - Pumper Task Book.
  - Three (3) members working on their Driver Operator - Aerial Task Books.
  - One (1) member accepted into Denver Health Paramedic School for 2024.
  - Multiple members registered for multiple classes and conferences 1<sup>st</sup> Qtr. 2024.
  - The Training Division is working on multiple strategic goal objectives.
  
- **Call for Service Overview**
  - 2022 Total Calls for Emergency Service: 2,902
  - 2023 Total Calls for Service Year to Date: 2,944
  
- **Call Types – Year-To-Date**
  - EMS/Medical – 2005
  - Fire – 128
  - Alarm Activation – 268
  - Public Assist/Other – 286
  - Investigation - 112
  - Hazardous Materials – 47
  - Administrative/Other - 98
  
- **Total Service Calls Comparison:**
  - December 2023 – 249
  - December 2022 – 258

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial**
  - *Accounts Payable & Payroll modules – Year-End Procedures*
  - 2023 1099's being processed – IRS Copy A's must be filed electronically
  - W-2 being processed – SSA Copy A's must be filed electronically starting in 2024.
  - Online W-2s will be posted to NatPay in the next few days for all members.
  - 2023 Purchase Orders being closed & remainder carried over until 2-29-2024
  - 1095's to be done by the District's insurance broker (Highstreet)
  - Changes for Health/Dental/Vision pay codes & EE Profiles - implemented
  - 115 Plan Implemented for all employees 2024
  - New salary structure implemented in the Caselle Payroll Module
  - Year-end processes being processed - near completion in all modules in Caselle
- **Banking**
  - 12-6-2023 - \$500K from Colotrust – Unassigned Reserves to FIB 7035 – Cash Flow
  - 12-4-2023 - \$40,204 from Colotrust Cap Facilities to MYC
  - 11-30-2023 - \$1,161,692 from Colotrust – GO Loan to GTC – payment app #6
  - 11-27-2023 - \$565,855 from Colotrust Unassigned Reserves to GO Loan Payment
  - 11-16-2023 - \$500K from Colotrust Unassigned Reserves to FIB 7035 – Cash Flow
  - 11-16-2023 - \$250K from Capital Equipment to FIB 7035 – Cash Flow
- **2023 – YTD Budget Summary**
  - The December 2023 County Distribution had not been received at the time of this writing of 1-4-2023 and will be reported at the Board Meeting on 1-8-2024.

**Executive Summary - Budget vs. Actual - YTD**

**GENERAL FUND**

*From January 1, 2023, through December 31, 2023*

<b>Revenues</b>	<b>Budgeted</b>	<b>Received YTD</b>	<b>Remaining Budgeted</b>	<b>Percent Received</b>
<b>TOTAL:</b>	<b>\$17,407,115</b>	<b>\$20,257,141</b>	<b>(\$2,850,026)</b>	<b>116.37%</b>
<b>Expenditures</b>	<b>Budgeted</b>	<b>Expended YTD</b>	<b>Remaining Budgeted</b>	<b>Percent Expended</b>
<b>TOTAL:</b>	<b>\$26,868,512</b>	<b>\$20,780,606</b>	<b>\$6,087,906</b>	<b>77.34%</b>

100.0%  
 FY Expired



• **EMS Billing and Collections Summary**

**TRANSACTIONS - DECEMBER 2023**

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients Treated, Transported by this EMS unit. ( <u>Billable Calls</u> )	122	86.52%

**CHARGES BILLED**

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	100	\$140,000
Transportation	Mileage Resident & Non-Resident Emergent	1093.8	\$27,345
	<b>TOTAL:</b>		<b><u>\$167,345</u></b>

**ADJUSTMENTS / WRITE-OFF'S**

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$38,454
Write-Offs / Refunds	Bad Debt	<u>\$0</u>
	<b>TOTAL:</b>	<b><u>\$38,454</u></b>

**PAYMENTS RECEIVED & BOOKED YTD**

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>% of Budgeted</u>
Jan-23	\$39,703	\$610,000	6.51%
Feb-23	\$41,960	\$610,000	6.88%
Mar-23	\$63,592	\$610,000	10.42%
Apr-23	\$128,573	\$610,000	21.08%
May-23	\$52,805	\$610,000	8.66%
Jun-23	\$52,391	\$610,000	8.59%
Jul-23	\$52,559	\$610,000	8.62%
Aug-23	\$62,835	\$610,000	10.30%
Sep-23	\$46,409	\$610,000	7.61%
Oct-23	\$74,842	\$610,000	12.27%
Nov-23	\$30,759	\$610,000	5.04%
Dec-23	\$49,208	\$610,000	8.07%
YTD	<b><u>\$695,635</u></b>	<b><u>\$610,000</u></b>	<b><u>114.04%</u></b>

• **Miscellaneous Financial Information:**

○ Nothing to report for the final month of 2023.

**FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS**

- **Auditor Communication Letter – 2023 Fiscal Year Audit:** The District’s independent audit firm, The Adams Group, LLC, has provided the Board of Directors and Fire Chief with their notice of audit letter outlining all professional standards required. This letter in the Board Packet outlines the planning, scope, timing, and significant risk of the 2023 Fiscal Year Audit.
- **Volunteer Pension Fund Actuary Report:** The Volunteer Pension Fund Actuarial Report was requested from the Fire and Police Pension Association of Colorado (FPPA) in mid-November. The purpose of obtaining the report was to determine if the pension fund would be actuarially sound if the monthly pension benefit were increased from \$200 to \$300, \$350, or \$400. After reviewing the Actuarial Report and talking with FPPA and the Department of Local Affairs (DOLA), who assist with the State matching contribution program, the Chief Staff believes the District would have to substantially increase its annual contribution to the pension fund to keep it solvent. Unfortunately, the exact amount that the State’s contribution and the District’s contribution to the pension fund would be if the monthly pension benefit were increased cannot be determined until the District’s final assessed valuation is determined. Based on the information currently available to the District, the estimated increase in the District’s contribution will be:
  - \$11,827 annual increase for \$300 a month (DOLA assistance TBD)
  - \$17,740 annual increase for \$350 a month (DOLA assistance TBD)
  - \$23,654 annual increase for \$400 a month (DOLA assistance TBD)

Board discussion ensued. Attorney Ross recommended that the Board work towards getting the pension fund to around 90% funded. The consensus of the Board was that it needed more time to consider what action to take. The Board asked the Chief Staff to analyze what it would cost to get the 85% and 90% pension fund funded with a \$100 monthly pension benefit increase.

### **New Business – Action Items**

- **Resolution 2024-01 – Meeting Schedule and Posting:** Staff requests approval of Resolution 2024-01 designating the Board of Director meeting schedule and posting locations of regular and special meetings for 2024. The Resolution also addresses the need for virtual meetings during a Public Health Emergency or if required or requested by the Board at any time.
- **Resolution 2024-02 Inclusion of Real Property (Town of Frederick – Mendoza):** Under new business, Staff requests that the Board approve Resolution 2024-02 and the Certified Order approving the petition to include real property into the Fire District by the Town of Frederick and Mr. Carlos Mendoza. This property is currently being excluded from Mt. View Fire Protection District.

### **CONSENT AGENDA**

The following Consent Agenda was presented:

- Approval of the December 19, 2023, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from December 8, 2023, to January 3, 2024.
- To accept and approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

Treasurer Houston moved to accept and approve all items under the Consent Agenda. Motion seconded by Secretary Freeman. The motion passed unanimously.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

- Secretary Freeman moved to accept and approve Resolution 2024-01 1) approving the regular Board of Directors meeting schedule for 2024 and 2) designating posting locations for notices of regular and special Board meetings. Treasurer Houston seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve 1) Resolution 2024-02, which approves the petition by the Town of Frederick and Carlos Mendoza to include real property, and 2) the Certified Order, including the real property. Vice President Maselbas seconded the motion. The motion passed unanimously.

#### **ADJOURNMENT**

Secretary Freeman moved to adjourn the meeting with no other business before the Board. Treasurer Houston seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:31 p.m.



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Robert Freeman, Secretary